

Preventative Maintenance Checklist – Overhead Coiling Doors



Date of Inspection: _____

Inspected By: _____

Visual Inspection

- ☐ Inspect door panels for dents, rust, or wear
- ☐ Check end locks for damage or wear
- ☐ Inspect guides for cleanliness, straightness, and secure attachment
- ☐ Examine hood and fascia for damage or obstruction
- ☐ Check for any debris or obstruction in the coil area

Hardware and Mechanical Components

- ☐ Inspect barrel assembly and ensure smooth rotation
- ☐ Check shaft for signs of wear or corrosion
- ☐ Inspect chain hoist (if applicable) for wear and operation
- ☐ Examine tension spring(s) for fatigue, rust, or crackling
- ☐ Check fasteners, bearings, and brackets for tightness and integrity

Lubrication

- ☐ Lubricate bearings and sprockets
- ☐ Apply grease to chain hoist system (if present)
- ☐ Lubricate guide wear strips or brush seals (if recommended)
- ☐ Avoid lubricating the curtain unless specified by manufacturer

Operational Check

- ☐ Open and close door manually or via motor to ensure smooth movement
- ☐ Confirm balanced movement and proper tension (door should stay mid-position when released)
- ☐ Listen for unusual noises (grinding, squealing, scraping)
- ☐ Check for proper latching when door is closed

Motorized System Check (if applicable)

- ☐ Test all control buttons and remote controls
- ☐ Inspect photo-eyes or sensing edges for alignment and operation
- ☐ Test limit switch operation (open/close limits)
- ☐ Check for proper operation of the auto-reverse mechanism
- ☐ Verify condition of wiring and electrical connections

Notes / Observations